

THE WHITE HOUSE
WASHINGTON

November 7, 1980

MEMORANDUM FOR ALL CABINET AND AGENCY HEADS

FROM : JACK WATSON *Jack*

This is to reiterate the information conveyed by telephone concerning the transition. Until the official transition unit heads are designated by the President-elect and you are so notified by this office, any informal requests of any persons representing themselves as officials of the President-elect should be courteously refused and this office notified.

We are cooperating fully to establish a planned and coordinated transition program with the official representatives of the President-elect. Consequently, all orientations and exchanges of information should be channeled through these official designees.

cc: White House Senior Staff

THE WHITE HOUSE
WASHINGTON
November 10, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *[Signature]*
SUBJECT: An Orderly Transition of the Presidency

The purpose of this memorandum is to confirm and clarify the President's instructions given last week regarding the transition.


The Presidential Transition Act of 1963 is intended to facilitate "... the orderly transfer of the executive power in connection with the expiration of the term of office of a President and the inauguration of a new President...." The Act states:

"The national interest requires that such transitions in the office of the President be accomplished so as to assure continuity in the faithful execution of the laws and in the conduct of the affairs of the Federal Government, both domestic and foreign."

As you know, the President has asked me to serve as overall coordinator of the transition effort on his behalf. Al McDonald, White House Staff Director, will be working closely with me on the transition, as will Harrison Wellford, Executive Director of OMB. As soon as Governor Reagan officially designates his transition representative(s) for your agency, I will transmit those names to you. I am planning to meet with Governor Reagan's director of the transition, Ed Meese, on Wednesday, November 12th, and should receive the names at that time.

The transition briefing materials you are preparing should be concise and contain information that will be of immediate usefulness to the incoming officials. It would not be fruitful, in my opinion to inundate Governor Reagan's people with excessive detail or with unsolicited advice and recommendations. Our guideline is simply to be helpful and forthcoming in every way possible, without burying the new people under mountains of briefing books and paper.

Although the exact form and content of the transition briefing materials will be determined by each agency, those materials should cover the subjects set forth in the attachment to this memorandum.



The President and his Administration are, of course, fully responsible for the exercise of all governmental responsibilities until the President-elect assumes office on January 20, 1981. As the Presidential Transition Act states, one of our primary goals is to "minimize any disruption which could produce results detrimental to the safety and well-being of the United States and its people."

Please submit to my office a brief progress report on your transition efforts on November 15, 1980, and each two weeks thereafter.

Attachment

Subjects for Transition Materials

1. Agency missions, programs, and statutory authorities.
2. Basic organization and functions.
3. Budgetary and financial information.
4. Personnel policies and administration -- nature and tenure of appointment to major positions, conflict of interest, compensation and benefits, supporting services.
5. Key senior career personnel.
6. Significant interagency relationships.
7. Significant intergovernmental relationships.
8. Budget and appropriation processes.
9. Legislative processes, including legislative clearance requirements.
10. Issues and priorities, with emphasis on matters requiring immediate decision and those requiring action during the first quarter of 1981.

THE WHITE HOUSE
WASHINGTON

November 12, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *Jack*

The purpose of this memorandum is to inform you of persons designated by the President and Governor Reagan as members of their respective transition teams. A description of the transition teams is attached.

This memorandum also establishes guidelines for the filling of SES positions during the transition period and the detailing of agency employees to the Reagan transition team.

Filling SES Vacancies

As part of the President's commitment to an effective transition, it is important that the new Administration be given appropriate latitude in filling key career Senior Executive Service (SES) positions when it assumes office. This is particularly true since involuntary reassignments of career SES employees may not be made within 120 days after the appointment of a new agency head.

Accordingly, the President expects all department and agency heads personally and carefully to review all recommendations for new SES appointments and transfers of career SES employees between now and January 20, 1981.

Use of Detailees

The Presidential Transition Act of 1963 (Sec. 2) provides that any employee of any agency of any branch of the government may be detailed to a Presidential transition team on a reimbursable basis with the consent of the head of the agency. An employee so detailed shall continue to receive compensation for regular employment and retain the rights and privileges of such employment without interruption. The detailee will be responsible only to the President-elect or Vice President-elect for the performance of such duties.

As stated in previous memoranda, it is the President's desire that all departments and agencies should cooperate fully with the transition team. This general policy extends to any requests for detailees. Requests should generally be granted, unless the person requested is necessary for the continued effective performance of agency functions and operations.

The agency head should personally approve the use of any detailees. In order for us to maintain a complete record of transition services, you are requested to include in your transition progress reports, a list of the detailees whom you have approved. Please report any decision to deny a request for detailees to Harrison Wellford, Executive Associate Director of OMB.

Request for detailees should be discussed by the respective transition officers for the agency. Formally, the request must be transmitted to the agency head in writing, and signed by Mr. Peter McPherson or Vernon Orr (or their designee) with a copy to the Comptroller of GSA (Mr. Raymond Fontaine).

William E. Timmons, Deputy Director of the Transition, is responsible for the Office of Executive Branch Management.

Frank A. Whetstone is the senior advisor to this office and Stanley Ebner is Coordinator.

The following is a listing of Executive Branch agencies and the Director responsible for teams to be assigned to them. The groupings are for the administrative convenience of the transition staff only and have no policy implications.

NATIONAL SECURITY GROUP

Dr. David M. Abshire

- Department of State
- Department of Defense
- Central Intelligence Agency
- International Development Cooperation Agency
- Arms Control Disarmament Agency
- International Communication Agency
- Veterans Administration
- International Bank for Reconstruction and Development
- Overseas Private Investment Corporation
- Foreign Claims Settlement Commission
- Board for International Broadcasting

RESOURCES AND DEVELOPMENT GROUP

Richard Fairbanks

- Department of Agriculture
- Department of Energy
- Federal Energy Regulatory Commission
- Department of the Interior
- Environmental Protection Agency
- Nuclear Regulatory Commission
- Alaska Natural Gas Transportation System
- Commodity Futures Trading Commission
- Farm Credit Administration
- Tennessee Valley Authority
- Syn-Fuels Corporation
- Office for Micronesian Status Negotiations
- National Aeronautics and Space Administration

HUMAN SERVICES GROUP

Elizabeth Dole

- Department of Education
- Department of Health and Human Services
- Department of Housing and Urban Development
- ACTION
- Community Services Administration
- Federal Council on Aging
- National Credit Union Administration

ECONOMIC AFFAIRS GROUP

Stanton D. Anderson

- Council on Wage and Price Stability
- Office of Special Trade Representative
- Department of Commerce
- Department of Treasury
- Department of Transportation
- Comptroller of the Currency
- Export-Import Bank
- Federal Home Loan Bank Board
- Small Business Administration
- International Trade Commission
- Federal Deposit Insurance Corporation
- Federal Reserve System
- National Transportation Safety Board
- Regional Development Commissions
- National Labor Relations Board
- Department of Labor
- Federal Labor Relations Authority
- Federal Mediation and Conciliation Service
- National Mediation Board
- Occupational Safety and Health Review Commission
- Federal Savings and Loan Insurance Corporation

LEGAL AND ADMINISTRATIVE AGENCIES GROUP

Loren A. Smith

- Department of Justice
- General Services Administration
- Office of Personnel Management
- United States Railway Association
- Civil Aeronautics Board
- Federal Communications Commission
- Federal Trade Commission
- Interstate Commerce Commission
- Securities Exchange Commission
- Federal Maritime Commission
- Consumer Product Safety Commission
- Federal Emergency Management Agency
- National Science Foundation
- Advisory Commission on Intergovernmental Relations
- United States Postal Service
- Federal Election Commission
- Merit System Protection Board
- Smithsonian Institution
- National Endowment for the Arts
- National Endowment for the Humanities
- Advisory Council on Historic Preservation
- Postal Rate Commission
- Civil Rights Commission
- Equal Employment Opportunity Commission
- Miscellaneous Boards and Commissions

Team leaders report to one of five Group Directors who manage issues clusters.

Department team leaders are:

Department of State: Robert E. Neumann
Department of Defense: William Van Cleave
Department of Treasury: Gerald L. Parsky
Department of Justice: Richard Wiley
Department of Interior: Richard Richards
Department of Agriculture: Richard Lyng
Department of Commerce: Calvin J. Collier
Department of Labor: Richard Shubert
Department of Health and Human Services: Robert Carleson
Department of Housing and Urban Development: Gerald Carmen
Department of Transportation: Arthur E. Teele
Department of Energy: Michael Halbouty
Department of Education: Loreli Kinder

Team leaders for agencies and independent commissions, as well as members of the departmental teams, will be announced later.

TRANSITION OFFICERS
WHITE HOUSE

Jack Watson 456-6797
White House Chief of Staff

Al McDonald 456-7873
White House Staff Director

Harrison Wellford 395-3864
OMB Executive Director

Michael Rowny 456-7873
Deputy to the Staff Director

White House Administrative Contact:

Hugh Carter 456-2702
Special Assistant to the President
for Administration

White House Press Contacts:

Ray Jenkins 456-2100
Rex Granum 456-2100
Deputy Press Secretaries

Vice President's Office:

Dick Moe 456-6606
Vice President's Chief of Staff

THE WHITE HOUSE
WASHINGTON

November 12, 1980

LIST OF TRANSITION OFFICERS
DEPARTMENTS AND AGENCIES

DEPARTMENT OF AGRICULTURE	
Jim Williams	447-6158
(Howard Hjort - budget)	
(Joan Wallace - space, tech., pers.)	
DEPARTMENT OF COMMERCE	
Ms. Elsa Porter	377-4951
DEPARTMENT OF DEFENSE	
Peter Hamilton	697-8388
DEPARTMENT OF EDUCATION	
Under Secretary Steven A. Minter	755-1100
DEPARTMENT OF ENERGY	
Douglas G. Robinson	252-6476
DEPARTMENT OF HEALTH AND HUMAN SERVICES	
Randy Kinder	245-7163
Alair Townsend	245-6396
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	
Terrence Duvernay	755-6810
DEPARTMENT OF INTERIOR	
William Kendig	343-4701
DEPARTMENT OF JUSTICE	
Kevin D. Rooney	633-3101
DEPARTMENT OF LABOR	
Paul Jensen	523-8231
DEPARTMENT OF STATE	
Peter Tarnoff	632-2540
DEPARTMENT OF TRANSPORTATION	
Deputy Secretary Bill Beckham	426-2222
DEPARTMENT OF THE TREASURY	
Curtis Hessler	566-2551

ACTION	
Robert Currie	254-7264
COMMUNITY SERVICES ADMINISTRATION	
Mr. Lee Foley	254-5590
COUNCIL OF ECONOMIC ADVISERS	
Susan Irving	395-5084
COUNCIL ON ENVIRONMENTAL QUALITY	
Malcolm Baldwin	395-4522
COUNCIL ON WAGE AND PRICE STABILITY	
Bob Russell	456-6466
ENVIRONMENTAL PROTECTION AGENCY	
Jack Ford	755-2705
FEDERAL EMERGENCY MANAGEMENT AGENCY	
William S.W. Jones	653-7776
GENERAL SERVICES ADMINISTRATION	
Mr. E. Perley Eaton, Jr.	566-1212
NATIONAL SECURITY COUNCIL	
Les Denend	456-2235
(For National Security Affairs)	
Ms. Christine Dodson	395-3440
(For the NSC staff)	
OFFICE OF ADMINISTRATION	
Ms. Sarah T. Kadec	456-2804
OFFICE OF MANAGEMENT AND BUDGET	
Ms. Alice Rogoff	456-6992
OFFICE OF PERSONNEL MANAGEMENT	
Alan Campbell, Director	632-4724
SELECTIVE SERVICE SYSTEM	
Dr. Bernard Rotsker	724-0817
SMALL BUSINESS ADMINISTRATION	
Bill Mauk	653-6678
SPECIAL REPRESENTATIVE TO THE PRESIDENT	
(AMBASSADOR SOL LINOWITZ)	
Andy Marks	456-7620
U.S. TRADE REPRESENTATIVE	
Ambassador Robert Hormats	395-5114
Robert Cassidy	395-3150
VETERANS ADMINISTRATION	
Rufus H. Wilson	389-2817

CIA
Richard Lehman



INTERNATIONAL COMMUNICATIONS AGENCY
Richard Cohen 724-9185

OFFICE OF SCIENCE & TECHNOLOGY POLICY
Frank Press 456-7116

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
Jerry Griffin 755-3972

PEACE CORPS
Dick Celeste 254-7970

OFFICE OF CONSUMER AFFAIRS
Esther Peterson 456-6970

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